

Termination Notice

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Subcontractor's Name]

[Subcontractor's Company Name]

[Subcontractor's Address]

[City, State, Zip Code]

Subject: Termination of Subcontractor Agreement

Dear [Subcontractor's Name],

This letter serves as official notification of the termination of your subcontractor agreement with [Your Company Name], effective [Termination Date]. This decision has been made due to ongoing issues, including but not limited to:

- Failure to meet project deadlines
- Substandard work quality
- Lack of communication and cooperation

Please ensure that all work and materials related to the project are wrapped up by the termination date. Final payment will be remitted upon successful completion of outstanding obligations.

We appreciate your efforts and contributions thus far.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]